



WEST AFRICAN POWER POOL
SYSTEME D'ECHANGES D'ENERGIE ELECTRIQUE OUEST AFRICAIN
North Core Project Unit

Terms of Reference

Job Title	:	Internal Auditor
Project Name	:	WAPP North Core/Projet Dorsale Nord Interconnection Project
Employing Institution	:	Project Management Unit (PMU) of the North Core Project
Duty station	:	PMU Head Office, Abuja, Nigeria
Reports to	:	PMU Director
Subordinates	:	N/A
Appointment	:	Full time, approximately 36 months
Language required	:	Proficiency in English and/or French with a good knowledge of the second language

1. Project Background

The West Africa Power Pool (WAPP) is a specialized institution of the Economic Community of West African States (ECOWAS) which, among others, ensures regional power system integration and the realization of a regional electricity market.

Within the framework of the West African Power Pool (WAPP), the Governments of Nigeria, Niger, Benin, Togo and Burkina are collaborating to develop a sub-regional interconnection project referred to as the 330 kV WAPP North Core Project. The project involves the construction of approximately 875 km of 330 kV transmission lines from Nigeria to Burkina Faso, through Niger, and Benin. The project will also involve the electrification of rural communities located within a 5 km radius on both sides of the line, and the implementation of several environmental and social mitigation measures. These include, among others, the implementation of Resettlement Action Plans (RAPs) to provide for persons and communities affected by project implementation activities.

The project is being financed by the Agence Française de Développement (AFD), African Development Bank (AfDB), European Union (EU) and the World Bank (WB).

Given the regional dimension of the project, and in order to enhance its coordination, Energy Ministers of the North Core countries agreed to put in place an institutional framework which includes the establishment of a **Project Management Unit (PMU)** to, among others, assist in the preparation and physical implementation of the North Core project.

2. Job Purpose

The Internal Auditor will support the Project Director in providing an independent evaluation of the activities of the Project and its related entities. S/he will centrally coordinate all audit and compliance activities at the Project Head Office and at Field Offices and ensure strict adherence to the WAPP, World Bank and AfDB's internal policies and procedures, regulatory and statutory requirements. The

jobholder's tasks will be undertaken with a view to promote transparency and accountability, develop risk-based audit, add significant value, enhance risk management, governance and compliance, improve operational efficiency, and strengthen the internal control systems within the operations of the project.

The jobholder will therefore assess among others the extent to which there is reasonable assurance that: risks are appropriately identified and managed, significant financial, managerial, and operating information is accurate, reliable, and timely, institutional policies and procedures are complied with, resources are acquired economically and used efficiently, quality and continuous improvement are fostered and institutional assets (physical and intellectual), records and data are safeguarded.

3. Duties and Responsibilities

Key duties and responsibilities include the following:

- Develop and implement internal audit work programs, audit plan and risk register and drive the development, deployment and update/review of the charter, manual, relevant policies and other frameworks for the Internal Audit Function;
- Establish effective business relationships within the project and support Management in the understanding and application of, and adherence to internal control, risk management, compliance and governance principles;
- Perform audits through the review of physical and electronic records, evaluate the level of compliance with established business control policies, processes, procedures, standards, laws and regulations in assigned functional areas/business units, identify control weaknesses or process improvement opportunities and initiate workable solutions;
- Document and file work papers and audit procedures performed. Track timely and effective corrective actions taken following audit recommendations;
- Maintain back up (physical and electronic) of all internal audit materials for easy retrieval and reference and monitor the document management process;
- Continuously review all documents and manuals and recommend amendments to reflect current Resolutions and Decisions as well as best practice;
- Promptly disclose identified irregularities to the Project Director and ensure follow up of external audit findings, financial management supervision and Interim Financial Report (IFR) review findings.
- Train project staff on key audit issues and proactively keep project staff informed of emerging trends, developments and practices affecting the work of internal audit;
- Submit, on a timely basis, monthly, quarterly and annual internal audit reports to the Project Director and donors;
- Monitor internal and external KPIs;
- Monitor and drive compliance with regulatory and statutory requirements across all project areas.

4. Qualification and Experience

- Master's degree or equivalent in Finance, Accounting or related field with a minimum of eight (8) years of progressively responsible professional experience;
- At least five years of professional experience should have been in an audit role in a donor funded project, the public sector or any of the big four accounting firms;

- Professional certification as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), DSCG, DESCOGEFF, or equivalent qualification is mandatory.

5. Knowledge Requirements

- Sound knowledge of the policies and guidelines of international institutions, such as The World Bank (WB), African Development Bank (AfDB), European Union (EU) and Agence Française de Développement (AFD);
- Knowledge and ability to use ERP tools such as TOMPRO, together with associated sub modules;
- Strong knowledge of Microsoft Office applications and the internet.

6. Desirable Qualities, Skills and Competencies

- Demonstrate a high sense of professionalism, integrity and excellent work ethics;
- Ability to take initiative and work independently with very little or no supervision;
- Have knowledge of specialized IT audit applications, such as IDEA, ACL, and TeamMate;
- Possess excellent information gathering and reporting skills;
- Have critical thinking skills to identify solutions to recurrent issues;
- Conscientious and efficient in meeting commitments, observing deadlines and achieving results.

7. Languages

It is required that the Internal Auditor is proficient in English or/and French (Read, write, speak) with a good knowledge of the other language.

8. Contract Duration

The contract is for a period of 36 months with a probation period of 6 months.

9. Reporting Requirements

The Internal Auditor will be required to prepare weekly, monthly and quarterly and ad hoc reports as required by the PMU Director.

10. Performance Assessment

The performance of the Internal Auditor will be evaluated annually by the PMU Director. Key Performance Indicators derived from the duties and responsibilities above and agreed upon between the jobholder and the PMU Director, would be used as the basis for measuring the performance of the jobholder.



WEST AFRICAN POWER POOL

SYSTEME D'ECHANGES D'ENERGIE ELECTRIQUE OUEST AFRICAIN

North Core Project /Projet Dorsale Nord

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Terms of Reference

Job Title	:	Administration, Protocol and Logistics Officer
Project Name	:	WAPP North Core/Projet Dorsale Nord Interconnection Project
Employing Institution	:	Project Management Unit (PMU) of the North Core Project
Duty station	:	PMU Head Office, Abuja, Nigeria
Reports to	:	Project Director
Subordinates	:	Superintendent, IT Officer, Executive Bilingual Secretary (dotted line reporting), Bilingual Assistants (Pool), Security Staff, Support Staff
Appointment	:	Full time, approximately 36 months
Language required	:	Proficiency in English and French

1. Project Background

The West Africa Power Pool (WAPP) is a specialized institution of the Economic Community of West African States (ECOWAS) which, among others, ensures regional power system integration and the realization of a regional electricity market.

Within the framework of the West African Power Pool (WAPP), the Governments of Nigeria, Niger, Benin, Togo and Burkina are collaborating to develop a sub-regional interconnection project referred to as the 330 kV WAPP North Core Project. The project involves the construction of approximately 875 km of 330 kV transmission lines from Nigeria to Burkina Faso, through Niger, and Benin, the construction or extension of seven substations, and the extension of two national control centers. The project will also involve the electrification of rural communities located within a 5 km radius on both sides of the line, and the implementation of several environmental and social mitigation measures. These include, among others, the implementation of Resettlement Action Plans (RAPs) to provide for persons and communities affected by project implementation activities.

The project is being financed by the Agence Française de Développement (AFD), African Development Bank (AfDB), European Union (EU) and the World Bank (WB).

Given the regional dimension of the project, and in order to enhance its coordination, Energy Ministers of the North Core countries agreed to put in place an institutional framework which includes the establishment of an **Project Management Unit** (PMU) to, among others, assist in the preparation and physical implementation of the North Core project.

2. Job Purpose

The Administration, Protocol and Logistics Officer will oversee the administrative, human resources and protocol functions of the PMU. She/he will ensure that policies are in place and are implemented to guarantee the efficient management of his/her key functions. The Officer will manage all project assets and ensure timely payment of PMU's financial obligations with respect to utility, logistics and supplies, insurance and maintenance among others. The jobholder will also be responsible for organizing meetings, travel arrangements for the team and other officials, official ceremonies, training and development activities.

3. Duties and Responsibilities

Key duties and responsibilities include the following:

- Coordinate actions relating to human resource management ie. recruitment, training and development, performance management, employee relations and separation among others;
- Develop and implement human resource management and administrative policies and procedures and ensure that administrative management controls are consistent with that of donors and WAPP;
- Monitor and coordinate all human resource management issues in collaboration with Line Managers including performance assessments, health, welfare, leave plans and records, and ensure that the team is kept informed of location and availability of team members;
- Prepare, monitor and review the approved work program and budget expenditures for the administrative department and the Project Director's office;
- Comply and work with other project units with respect to required budget planning and reporting procedures and cost-effective utilization of program resources at the PMU;
- Conduct, and coordinate as necessary, procurement monitoring and evaluation of contracts/payment to vendors and contractors for services in at the PMU and field offices;
- Plan and coordinate all meetings, special project events, official ceremonies, training programs and other official events;
- Facilitate and track all travel arrangements and logistics for official missions involving the North Core project team and other officials;
- Manage all protocol arrangements required for the effective organization of PMU activities;
- Set up and maintain an efficient filing system, maintain all administrative and staff records and provide administrative support to team members;
- Ensure availability and adequacy of office supplies and stock inventory, oversee the identification of PMU's IT needs – hardware and software, and coordinate enhancements as required.
- Ensure effective facilities and asset maintenance ie. office space, buildings, equipment, and general facilities as well as schedule/coordinate movement of vehicles and drivers, including drivers' schedules; preventive maintenance and repair of vehicles;
- Maintain effective relations with the North Core Project's external partners and provide excellent hosting services to all WAPP/North Core officials and visitors;
- Ensure effective coordination of security and safety issues in conjunction with Transmission Company of Nigeria (TCN) HQ;
- Ensure all employees are trained in difficult emergency situation and security protocol;
- Support the Project Director in the overall management of the office by planning and maintaining key office schedules, preparing and filing minutes of all staff and management meetings as well as other official events.

4. Qualification and Experience

The ideal candidate must have the following:

- A Master's degree or equivalent in Business or Public Administration, Human Resources, Law or any Business-related degree with a minimum of five (5) years of progressively responsible professional experience in Administration, Human Resources Management or related field;
- Hands-on experience in people management, preparation of budgets and performance reports;
- At least three (3) years of experience must have been acquired in a donor-funded project environment.

5. Knowledge Requirements

- Candidates should be familiar with the general policies and guidelines of international institutions, such as WAPP, The World Bank (WB), African Development Bank (AfDB), European Union (EU) and Agence Française de Développement (AFD);
- Proficient in the use of Microsoft Office applications (Word, Excel, PowerPoint and other data processing software) and general computer skills; internet savvy;
- Office administration principles and practices;
- Knowledge in the management of office logistics.

6. Desirable Qualities, Skills and Competencies

- Strong administrative skills and the ability to handle multiple priorities and meet tight deadlines with minimal supervision;
- Excellent communication skills (oral and written), and ability to deliver quality output ie. accurate, precise and thorough;
- Advanced filing skills (both electronic file management and hardcopy filing protocols); Proficiency in SharePoint would be an advantage;
- Candidates should have the skills and ability to use ERP tools such as SAP, together with associated sub modules;
- Able to work well in a team and under pressure; able to demonstrate professionalism – competent, reliable and ethical;
- Excellent interpersonal skills, attention to detail and excellent problem-solving skills.

7. Languages

It is required that the Administration, Protocol and Logistics Officer is proficient in English and French (Read, write, speak).

8. Duration

The contract is for a period of 36 months with a probation period of six months.

9. Performance Assessment

The performance of the Administration, Protocol and Logistics Officer will be evaluated annually by the PMU Director. Key Performance Indicators derived from the duties and responsibilities above, and agreed upon between the jobholder and the PMU Director, would be used as the basis for measuring the performance of the jobholder.



WEST AFRICAN POWER POOL

SYSTEME D'ECHANGES D'ENERGIE ELECTRIQUE OUEST AFRICAINE

North Core Project /Projet Dorsale Nord

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Terms of Reference

Job Title	:	Executive Bilingual Secretary
Project Name	:	WAPP North Core/Projet Dorsale Nord Interconnection Project
Employing Institution	:	Project Management Unit (PMU) of the North Core Project
Duty station	:	PMU Head Office, Abuja, Nigeria
Reports to	:	PMU Director, with dotted line reporting to the Administration, Protocol and Logistics Officer
Subordinates	:	Bilingual Team Assistants (dotted line reporting)
Appointment	:	Full time, approximately 36 months
Language required	:	Proficiency in English and French

1. Project Background

The West Africa Power Pool (WAPP) is a specialized institution of the Economic Community of West African States (ECOWAS) which, among others, ensures regional power system integration and the realization of a regional electricity market.

Within the framework of the West African Power Pool (WAPP), the Governments of Nigeria, Niger, Benin, Togo and Burkina are collaborating to develop a sub-regional interconnection project referred to as the 330 kV WAPP North Core Project. The project involves the construction of approximately 875 km of 330 kV transmission lines from Nigeria to Burkina Faso, through Niger, and Benin, the construction or extension of seven substations, and the extension of two national control centers. The project will also involve the electrification of rural communities located within a 5 km radius on both sides of the line, and the implementation of several environmental and social mitigation measures. These include, among others, the implementation of Resettlement Action Plans (RAPs) to provide for persons and communities affected by project implementation activities.

The project is being financed by the Agence Française de Développement (AFD), African Development Bank (AfDB), European Union (EU) and the World Bank (WB).

Given the regional dimension of the project, and in order to enhance its coordination, the Energy Ministers of the North Core countries agreed to put in place an institutional framework which includes

the establishment of an **Project Management Unit (PMU)** to, among others, assist in the preparation and physical implementation of the North Core project.

2. Job Purpose

Reporting directly to the PMU Director, the Executive Bilingual Secretary will have a dotted line reporting relationship with the Administrative, Protocol and Logistics Officer and work closely with him/her to provide executive and administrative support to the Director. The jobholder will serve as the primary point of contact to the Director, manage his official schedule and travel itinerary, identify and address the official support needs of the Project Director to ensure smooth workflow of the Director's office.

3. Duties and Responsibilities

Key duties and responsibilities include the following:

- Provide general management and coordination of all activities relating to the Office of the Project Director. This includes assisting the PMU Director with daily administrative duties and completing a broad variety of administrative tasks such as managing an active calendar of appointments; drafting and responding to correspondence; arranging travel plans, itineraries and agendas and compiling reports, memos and other documents on behalf of the Director;
- Coordinate logistics for high-level meetings both internally and externally as well as coordinate meetings and strategic activities for the JMSC, JSC, Evaluation & Tender Committees including other official meetings for the Project Director's office;
- Provide support in filing and/or archiving files and documents and in creating relevant administrative data bases; including scanning and electronic archiving;
- Manage direct official communication (oral and written) with external partners of the WAPP/North Core project, corporate and regulatory institutions/organizations on behalf of the Project Director as directed;
- Translate correspondence and basic documents and reports for the Office of the Project Director and provide language support to other team members as required. Undertake basic interpretation during project related meetings;
- Coordinate timely document and report submission to the Project Director for his attention and create a record system for in-coming and out-going mails for the Project Director's office;
- Manage the Project Director's communication, agenda and official email. This includes screening incoming calls, taking messages and essential information and prioritizing calls to be returned by the Director, responding to mails as directed;
- Provide leadership and support to the team of bilingual assistants;
- Provide support, as needed, to front desk operations to include but not limited to, answering telephone calls, accepting packages and other deliveries, and greeting and signing in visitors/guests;
- Perform other relevant duties as may be assigned by the Project Director and the Administration, Logistics and Protocol Officer.

4. Qualification and Experience

The ideal candidate must have the following:

- A Second Degree (Master's degree or equivalent) in Public Administration, Public or International Relations, Humanities, Communication, or any business-related degree with a minimum of five (5) years' work experience in a similar role;
- Recognized certification in Translation or strong proven experience in working with both English and French in a bilingual environment;
- Proven experience in providing support for upper-level management;
- Work experience in an international donor funded project environment is an advantage.

5. Knowledge Requirements

- Familiar with the use of office equipment such as photocopier, scanner, printer, binding equipment;
- Proficient in the use of Microsoft Office applications (Word, Excel, PowerPoint and other data processing software) and general computer skills; strong internet research ability.

6. Desirable Qualities, Skills and Competencies

- Excellent organizational skills and ability to manage complex schedules, plan and forecast;
- Experience in use of Office 365 Suite and SharePoint would be an asset;
- Experience in electronic archiving software would be an advantage;
- Strong interpersonal skills and ability to build relationships with stakeholders;
- Excellent communication skills in both English and French – oral, writing, editing, grammatical, and basic research skills;
- Excellent typing skills, ability to average 60 WPM with very minimal errors;
- Ability to take initiative, and demonstrate professional discretion and diplomacy;
- Ability to work well in a team and under pressure, pay attention to detail and solve problems.

7. Languages

It is required that the Executive Bilingual Secretary is proficient in English and French (Read, write, speak).

8. Duration

The contract is for a period of 36 months with a probation period of six months.

9. Performance Assessment

The performance of the Executive Bilingual Secretary will be evaluated annually by the PMU Director. Key Performance Indicators derived from the duties and responsibilities above and agreed upon between the jobholder and the PMU Director, would be used as the basis for measuring the performance of the jobholder.



WEST AFRICAN POWER POOL

SYSTEME D'ECHANGES D'ENERGIE ELECTRIQUE OUEST AFRICAIN

North Core Project /Projet Dorsale Nord

Terms of Reference

Job Title	: Communications Officer
Project Name	: WAPP North Core/Projet Dorsale Nord Interconnection Project
Employing Institution	: Project Management Unit (PMU) of the North Core Project
Duty station	: PMU Head Office, Abuja, Nigeria (With frequent travel to participating countries)
Reports to	: Project Director
Subordinates	: N/A
Appointment	: Full time, approximately 36 months
Language required	: Proficiency in English and French

1. Project Background

The West Africa Power Pool (WAPP) is a specialized institution of the Economic Community of West African States (ECOWAS) which, among others, ensures regional power system integration and the realization of a regional electricity market.

Within the framework of WAPP, the Governments of Nigeria, Niger, Benin, Togo and Burkina are collaborating to develop a sub-regional interconnection project referred to as the 330 kV WAPP North Core Project. The project involves the construction of approximately 875 km of 330 kV transmission lines from Nigeria to Burkina Faso, through Niger, and Benin, the construction or extension of seven substations, and the extension of two national control centers. The project will also involve the electrification of rural communities located within a 5 km radius on both sides of the line, and the implementation of a number of environmental and social mitigation measures. These include, among others, the implementation of Resettlement Action Plans (RAPs) to provide for persons and communities affected by project implementation activities.

The project is being financed by the Agence Française de Développement (AFD), African Development Bank (AfDB), European Union (EU) and the World Bank (WB).

Given the regional dimension of the project, and in order to enhance its coordination, Energy Ministers of the North Core countries agreed to put in place an institutional framework which includes the establishment of the **Project Management Unit (PMU)** to, among others, assist in the preparation and physical implementation of the North Core project.

2. Job Purpose

The Communications Officer will perform broad-based tasks associated with executing the communication function and providing support, primarily to the Project Management Unit. The Officer will provide specific guidance to all communication-related activities, establishing and maintaining standards across the WAPP North Core Project. S/he will take the lead responsibility for liaison with the media, and manage relationships across all stakeholders at the state, national and regional levels. S/he will be responsible for producing periodic information on the project to be sent to all the interested stakeholders, under the guidance of the Project Director and with the contribution of the entire team. S/he will also ensure comprehensive project communication to ensure that it receives adequate visibility throughout the project area and within the WAPP community, using various media including print, social media, internet and broadcast media.

3. Duties and Responsibilities

- Deliver strategic, targeted communication via diverse media, including periodical bulletins, public presentations and forums, public relations campaigns and social media management to promote the achievement of objectives of the North Core project at all levels;
- Contribute to the annual report and other periodical information bulletin, and support all the team members providing contributions.
- Develop and maintain a consistent and high-quality image and “house-style” for the WAPP North Core Project and promote the voice of WAPP, Project Director, the work of the Project, official reports and other news on the project;
- Develop and maintain the project website in collaboration with the IT Officer;
- Conceptualize, design, plan, formulate and manage the project’s news production in the media platforms as well as generate and/or coordinate the project’s media content in both official languages and ensure consistent editorial delivery;
- Develop formats and templates for communicating and reporting for key personnel across the project, establish and maintain a filing and database system for storing copies of all WAPP North Core Project related activity reports and communication materials in various formats, and also make these accessible to project staff and relevant stakeholders;
- Support key staff in preparing necessary documentation for pre-construction phase activities ie. sending out job tender documents, evaluation of tender documents, contract negotiations and final draft of contractual agreements for the contract awardees;
- Develop, manage, define the tone and generate content for the project’s media presence such as on Facebook, Twitter and other social media platforms, and edit drafts prepared by other officers;
- Exercise journalistic and political judgement to make timely editorial decisions on what should go on the project’s media platforms. Draft complex material for the project’s media platforms;
- Plan and initiate strategic and proactive outreach activities through media campaigns and collaboration with donors, WAPP and other interconnection projects;
- Actively identify and maintain relations and partnerships with key stakeholders that contribute to the development and implementation of the project’s initiatives in the field of media. Provide guidance to other project officers, as well as to managers and senior officers, on the strategic and effective use of media to help achieve North Core objectives;

- Evaluate results and impact of communication activities on media platforms; reports on developments, trends and attitudes regarding the project countries;
- Monitor and evaluate interactions and feedback through the project's media presence, respond on behalf of the PMU when deemed appropriate, in liaison with relevant departments within the project;
- Monitor and analyze current events, public opinion and press, identify issues and trends, and advise management on appropriate action/responses.

4. Qualification and Experience

The Communications Officer must have the following:

- A Master's degree or equivalent in Communication, Journalism, International Relations, Public Administration or related field with a minimum of four (4) years of progressively responsible professional experience;
- Or
- A Bachelor's degree in Communication, Journalism, International Relations, Public Administration or related field with a minimum of eight (8) years of progressively responsible professional experience;
- Experience in media campaigns is required;
- Work experience at the regional or international level, preferably with donor funded projects is desirable.

5. Knowledge Requirements

- Strong knowledge of Microsoft Office applications and the internet in particular publishing software;
- Ability to deploy large scale public information campaign at the national and international level;
- Good understanding of the dynamics of the energy sector in the sub-region and partnerships with multilaterals;
- Solid knowledge of socio-economic and environment issues in West Africa;
- The general policies and reporting guidelines of international institutions, such as the World Bank (WB), African Development Bank (AfDB), European Union (EU) and Agence Française de Développement (AFD).

6. Desirable Qualities, Skills and Competencies

- Excellent verbal and written communication skills in English and French;
- Strong interpersonal skills and experience in working on similar projects;
- Self-starter with the ability to strategically plan own communication work and that of the project and balance a diverse and demanding workload;
- Experience in using different media for information dissemination and ability to communicate with diverse audiences (governments, donors, companies and other stakeholders);
- Ability to produce high quality media content using modern tools and equipment;
- High level of professionalism, initiative and conscientiousness.

7. Language Requirements

It is required that the Communications Officer is proficient in English and French (Reading, writing, listening, speaking).

8. Duration

The contract is for a period of 36 months with a probation period of six months.

9. Performance Assessment

The performance of the Communication Officer will be evaluated annually by the PMU Director. Key performance indicators derived from the duties and responsibilities above and agreed upon between the jobholder and the direct manager for the position, would be used as the basis for measuring the performance of the jobholder.



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North Core Project /Projet Dorsale Nord

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Terms of Reference

Job Title	:	Bilingual Team Assistant
Project Name	:	WAPP North Core/Projet Dorsale Nord Interconnection Project
Employing Institution	:	Project Management Unit (PMU) of the North Core Project
Duty station	:	PMU Head Office, Abuja, Nigeria
Reports to	:	Administration, Protocol and Logistics Officer with dotted line reporting to Executive Bilingual Secretary
Subordinates	:	N/A
Appointment	:	Full time, approximately 36 months
Language required	:	Proficiency in English and French

1. Project Background

The West Africa Power Pool (WAPP) is a specialized institution of the Economic Community of West African States (ECOWAS) which, among others, ensures regional power system integration and the realization of a regional electricity market.

Within the framework of the West African Power Pool (WAPP), the Governments of Nigeria, Niger, Benin, Togo and Burkina are collaborating to develop a sub-regional interconnection project referred to as the 330 kV WAPP North Core Project. The project involves the construction of approximately 875 km of 330 kV transmission lines from Nigeria to Burkina Faso, through Niger, and Benin, the construction or extension of seven substations, and the extension of two national control centers. The project will also involve the electrification of rural communities located within a 5 km radius on both sides of the line, and the implementation of several environmental and social mitigation measures. These include, among others, the implementation of Resettlement Action Plans (RAPs) to provide for persons and communities affected by project implementation activities.

The project is being financed by the Agence Française de Développement (AFD), African Development Bank (AfDB), European Union (EU) and the World Bank (WB).

Given the regional dimension of the project, and in order to enhance its coordination, Energy Ministers of the North Core countries agreed to put in place an institutional framework which includes the establishment of a **Project Management Unit (PMU)** to, among others, assist in the preparation and physical implementation of the North Core project.

2. Job Purpose

The Bilingual Team Assistants will carry out a broad range of administrative tasks in both English and French to ensure the smooth administration and operations of the activities of the Project Management Office in Abuja. Jobholders will provide support to project departments they are assigned to. They will report to the Administration, Protocol and Logistics Officer, and have a dotted line reporting relationship with the Executive Bilingual Assistant.

3. Duties and Responsibilities

Key duties and responsibilities include the following:

- Support Senior Officers and Specialists with daily administrative duties and complete a broad variety of administrative tasks including drafting and typing letters, reports, memos and general correspondence, coordinating travel plans and logistics and compiling and formatting reports among others;
- Keep records of files and documents for the project administration and make them available for reference as and when required;
- Provide administrative and logistics support to organize official meetings including those for the JMSC, JSC, Evaluation & Tender Committees as well as prepare minutes of meetings;
- Maintain calendar of appointments for Senior Officers and Specialists;
- Receive and make telephone calls, screen incoming calls, take messages and essential information and prioritize calls to be returned by Senior Officers and Specialists as well as respond to mails as directed;
- Ensure follow-up on documents submitted to Senior Officers and Specialists for their attention;
- Translate correspondence and basic documents and reports for Senior Officers and Specialists and undertake basic interpretation during meetings when required;
- Meet and greet visitors to the PMU Office and guide them to offices of Project Senior Officers and Specialists;
- Create a system for capturing in-coming and out-going mails; ensure archiving and filing of documents for the Project Administration;
- Provide support in maintaining relevant administrative data bases for the Project Administration;
- Perform other relevant duties as may be assigned by the Administration, Protocol and Logistics Officer or the departments the jobholder is assigned to.

4. Qualification and Experience

The ideal candidate must have the following:

- A Bachelor's degree in Bilingual Secretarial Studies, Administration or related field with a minimum of three (3) years of work experience as a Bilingual Assistant (English and French);

Or

- Higher National Diploma (HND) or equivalent in Bilingual Secretarial Studies, Administration or related field with at least five (5) years of work experience as a Bilingual Assistant (English and French);
- Recognized certification in translation or proven experience in working within a bilingual (English/French) environment;
- Work experience in a donor-funded environment would be an asset.

5. Knowledge Requirements

- Familiar with the use of office equipment such as photocopier, scanner, printer, binding equipment, etc.;
- Proficient in the use of Microsoft Office applications (Word, Excel, PowerPoint and other data processing software) and general computer skills; internet savvy.

6. Desirable qualities, skills and competencies

- Excellent communication skills in both English and French – oral, writing, editing, grammatical, skills;
- Experience in the use of Office 365 Suite and SharePoint would be an asset;
- Experience in electronic archiving would be an advantage;
- Excellent typing skills, ability to average 60 WPM with very minimal errors;
- Ability to take initiative, and demonstrate professional discretion and diplomacy;
- Excellent time management skills, ability to pay attention to detail and work well in a team;
- Ability to work under pressure and manage stress.

7. Languages

It is required that the Bilingual Team Assistant is proficient in English and French (Read, write, speak).

8. Duration

The contract is for a period of 36 months with a probation period of six months.

9. Performance Assessment

The performance of the Bilingual Team Assistant will be evaluated annually by the Administration, Protocol and Logistics Officer. Key performance indicators derived from the duties and responsibilities above, and agreed upon between the jobholder and the Administration, Protocol and Logistics Officer, would be used as the basis for measuring the performance of the jobholder.



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SYSTEME D'ECHANGES D'ENERGIE ELECTRIQUE OUEST AFRICAIN

North Core Project /Projet Dorsale Nord

Terms of Reference

Job Title	:	Civil Engineer
Project Name	:	WAPP North Core/Projet Dorsale Nord Interconnection Project
Employing Institution	:	Project Management Unit (PMU) of the North Core Project
Duty station	:	PMU Head Office, Abuja, Nigeria
Reports to	:	Senior Technical Project Coordinator
Subordinates	:	N/A
Appointment	:	Full time, approximately 36 months
Language required	:	Proficiency in English and/or French with a good knowledge of the second language
Job Context	:	Extensive travel within the project zones

1. Project Background

The West Africa Power Pool (WAPP) is a specialized institution of the Economic Community of West African States (ECOWAS) which, among others, ensures regional power system integration and the realization of a regional electricity market.

Within the framework of the West African Power Pool (WAPP), the Governments of Nigeria, Niger, Benin, Togo and Burkina are collaborating to develop a sub-regional interconnection project referred to as the 330 kV WAPP North Core Project. The project involves the construction of approximately 875 km of 330 kV transmission lines from Nigeria to Burkina Faso, through Niger, and Benin and 24 km of 225 kV transmission lines in Burkina Faso, the construction or extension of seven substations, and the extension of two national control centers. The project will also involve the electrification of rural communities located within a 5 km radius on both sides of the line, and the implementation of several environmental and social mitigation measures. These include, among others, the implementation of Resettlement Action Plans (RAPs) to provide for persons and communities affected by project implementation activities.

The project is being financed by the Agence Française de Développement (AFD), African Development Bank (AfDB), European Union (EU) and the World Bank (WB).

Given the regional dimension of the project, and in order to enhance its coordination, the Energy Ministers of the North Core countries agreed to put in place an institutional framework which includes the establishment of an **Project Management Unit** (PMU) to, among others, assist in the preparation

and physical implementation of the North Core project. The supervision of works will be done by an Owner's Engineer on behalf of the PMU. The PMU, based in Abuja (Nigeria), will also have local offices in the countries.

2. Job Purpose

Under the direct supervision of the PMU Senior Technical Coordinator, the Civil Engineer's mandate will be to work closely with the Owner's Engineer and local PMUs to monitor and ensure the effective execution of works for the construction of high voltage Lines and Substations included in the project. His/Her tasks will be done in accordance with contracts signed with construction companies based on international and donors' standards namely the World Bank, AfDB, AFD and EU.

3. Duties and Responsibilities

The Civil Engineer will assist the Senior Technical Coordinator to monitor the engineering, plans, schedules and reporting on progress of **civil works** of transmission lines and substations.

Specific tasks include:

- Review and validate the design including geotechnical investigations results for soil classification, technical specifications, and drawings submitted by Contractors;
- Supervise the implementation of construction work to conform with contract specifications and respect of the project timeline;
- Monitor the implementation of the Quality Management Plan set up by Contractors;
- Monitor safety arrangements during the works (e.g. Contractors provision and use of personal protective equipment etc.);
- Monitor the implementation of the project schedule to conform with the project timeline;
- Prepare and follow up on correspondences between the OE, Contractors, PMU and the other stakeholders;
- Review the reporting from Contractors and OE;
- Collect all relevant information on the construction, anticipate and identify problems and risks arising and recommend necessary actions to the PMU to ensure sound implementation of the project;
- Assess and advise on all proposed technical variations; report on justification or otherwise of claims;
- Provide support and advice to the PMU on construction management, project implementation and interfacing issues;
- Inspect the quality and quantity of materials involved in civil works;
- Execute other tasks as identified and assigned by the Senior Technical Coordinator.

4. Qualification and Experience

The Civil Engineer must have the following:

- Degree in Civil Engineering;
- At least five (5) years' experience in design and construction of civil works and structures;
- Experience in high voltage substations construction or transmission lines will be an advantage.

5. Knowledge Requirements

- Thorough knowledge of civil works design and calculations (Concrete, Metal structures);
- Competent use of CAD software such as AutoCAD, Robot, etc;
- Strong knowledge in MS office suite (MS Project, Word, Excel, PowerPoint), ability to use internet;
- Familiarity with and experience in working with various types of engineering materials.

6. Desirable Qualities, Skills and Competencies

- Excellent organizational skills and ability to work in a team and under pressure;
- Excellent planning and project management skills;
- Excellent interpersonal skills;
- Attention to detail and excellent problem-solving skills.

7. Languages

It is required that the Civil Engineer is proficient in English or/and French (Read, write, speak) with a good knowledge of the other language.

8. Duration

The contract is for a period of 36 months with a probation period of six months.

9. Reporting Requirements

The Civil Engineer will be under the obligation to produce progress reports on implementation of works weekly and progress rate for foundations, as well as monthly and quarterly reports on the project. These reports shall comprise information including, but not limited to, Progress, Schedule Updates, Quality, Safety, Environment and identification of Project Risks. These reports will be validated by the Senior Technical Coordinator and approved by the PMU Director.

10. Performance Assessment

The performance of the Civil Engineer will be evaluated annually by the Senior Technical Coordinator and approved by the PMU Director. Key performance indicators derived from the duties and responsibilities above and agreed upon between the jobholder and the Senior Technical Coordinator, would be used as the basis for measuring the performance of the jobholder.



WEST AFRICAN POWER POOL

SYSTEME D'ECHANGES D'ENERGIE ELECTRIQUE OUEST AFRICAIN

North Core Project /Projet Dorsale Nord

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Terms of Reference

Job Title	: Transmission Line Engineer
Project Name	: WAPP North Core/Projet Dorsale Nord Interconnection Project
Employing Institution	: Project Management Unit (PMU) of the North Core Project
Duty station	: PMU Head Office, Abuja, Nigeria
Reports to	: Senior Technical Coordinator of PMU
Appointment	: Full time, approximately 36 months
Language required	: Proficiency in English or French with a good knowledge of the second language.
Job Context	: Extensive travel within the project zones

1. Project Background

The West Africa Power Pool (WAPP) is a specialized institution of the Economic Community of West African States (ECOWAS) which, among others, ensures regional power system integration and the realization of a regional electricity market.

Within the framework of the West African Power Pool (WAPP), the Governments of Nigeria, Niger, Benin, Togo and Burkina are collaborating to develop a sub-regional interconnection project referred to as the 330 kV WAPP North Core Project. The project involves the construction of approximately 875 km of 330 kV transmission lines from Nigeria to Burkina Faso, through Niger, and Benin, 24 km of 225 kV transmission lines in Burkina Faso, the construction or extension of seven substations, and the extension of two national control centers. The project will also involve the electrification of rural communities located within a 5 km radius on both sides of the line, and the implementation of a number of environmental and social mitigation measures. These include, among others, the implementation of Resettlement Action Plans (RAPs) to provide for persons and communities affected by project implementation activities.

The project is being financed by The Agence Française de Développement (AFD), African Development Bank (AfDB), European Union (EU) and the World Bank (WB).

Given the regional dimension of the project, and in order to enhance its coordination, the Energy Ministers of the North Core countries agreed to put in place an institutional framework which includes

the establishment of the **Project Management Unit (PMU)** to, among others, assist in the preparation and physical implementation of the North Core project. The supervision will be done by an Owner's Engineer on behalf of the PMU. The PMU, based in Abuja (Nigeria), will have also local offices in the countries.

2. Job Purpose

Under the direct supervision of PMU Senior Technical Coordinator, the Transmission Line Engineer's mandate will be to work closely with the Owner's Engineer and local PMUs to monitor and ensure the effective execution of works for the construction of High Voltage transmission lines included in the project. His/Her tasks will be done in accordance with contracts signed with construction companies based on international and donors' standards namely the World Bank, AfDB, AFD and EU.

3. Duties and Responsibilities

The Transmission Line Engineer will assist the Senior Technical Coordinator to monitor the engineering, schedules, and reporting on progress of **High Voltage Transmission Line construction works**.

Specific tasks include:

- Review and validate transmission lines design (including SWS technology), technical specifications, and construction schedule submitted by Contractors;
- Ensure project implementation adheres to the contract specifications and applicable international standards;
- Ensure that the implementation of construction work adheres to the project timeline;
- Coordinate the TL construction works with RAP process in accordance with E&S safeguards colleagues;
- Follow up on correspondences between the OE, Contractors, PMU and the other stakeholders;
- Review reporting from Contractors and OE;
- Check and certify invoices of OE and contractors;
- Monitor the implementation of the Quality Management Plan set up by companies;
- Monitor safety arrangements during works (Personal protective equipment, Staff certifications to handle specific electricity related tasks, etc);
- Verify coherence and coordination with rural electrification projects;
- Collect all relevant information on the construction, anticipate and identify problems and risks arising and recommend necessary actions to ensure sound implementation of the project;
- Assess and advise on all proposed technical variations justification or otherwise of claims;
- Attend Factory Acceptance Tests;
- Inspect the quality and quantity of transmission line components;
- Supervise commissioning of transmission lines;
- Ensure technical support to local PMUs ;
- Coordinate the interfaces with national utilities (NIGELEC, SONABEL) of the rural electrification component of the North Core Project and especially for Burkina Faso with the SWS technology;
- Coordinate the interfaces with TCN on Kainji-Birnin Kebbi Project financed by AFD in Nigeria;
- Respond effectively to any other job assigned by the Senior Technical Coordinator.

4. Qualification and Experience

The Transmission Line Engineer must have the following:

- Electrical or Mechanical Engineering Degree; (or degree in a related field)
- At least 5 years of proven experience in HV (132 kV and above) transmission line design, construction or maintenance or experience in two (2) HV transmission line construction projects of 132 kV and above;
- Regional experience in working with multi-disciplinary teams and project stakeholders is desirable.

5. Knowledge Requirements

- Hands – on experience in three-dimensional (3D) engineering models software such as PLS – CADD, JOVE, AUTOCAD, etc;
- Knowledge and thorough understanding of transmission lines engineering including conductors, isolators, structures and foundations;
- Knowledge and understanding of transmission lines structure and foundation design and calculations;
- Knowledge and understanding of land survey, topography and GIS;
- Strong knowledge in managing engineering contracts awarded during implementation of energy projects will be an advantage.

6. Desirable Qualities, Skills and Competencies

- Excellent organizational skills and ability to work in a team and under pressure;
- Excellent planning and project management skills; Able to work with little or no supervision.
- Excellent interpersonal skills, good team player and dependable;
- Possess a strong desire to perform work as directed in a conscientious, timely, safe and professional manner;
- High level of personal initiative and ability to interact with personnel, clients, and contractors.
- Ability to use MS office suite (Word, Excel, PowerPoint and other data processing software), and the internet;

7. Language Requirements

It is required that the Transmission Line Engineer is proficient in English or/and French (Read, write, speak) with a good knowledge of the other language.

8. Duration

The contract is for a period of 36 months with a probation period of six (6) months.

9. Reporting Requirements

The Transmission Line Engineer will be required to prepare weekly progress reports on the implementation and progress rate of works, as well as monthly and quarterly reports on the project. These reports shall comprise information, including but not limited to Billing, Reporting and Forecasting, Progress tables, Schedule Updates, Quality, Safety and identification of Project Risks.

These reports will be validated by the Senior Technical Coordinator and approved by the PMU Director.

10. Performance assessment

The performance of the Transmission Line Engineer will be evaluated annually by the Senior Technical Coordinator and approved by the PMU Director based on the following among others:

- Timely delivery of reports to the PMU;
- Implementation of project meet industry standards such as NESC, IEEE, ASCE, ACI and ANSI;
- Project implementation adheres to applicable OSHA safety standards.

Other key performance indicators derived from the duties and responsibilities above, and agreed upon between the jobholder and the Senior Technical Coordinator, would be used as the basis for measuring the performance of the jobholder.



WEST AFRICAN POWER POOL

SYSTEME D'ECHANGES D'ENERGIE ELECTRIQUE OUEST AFRICAIN

North Core Project /Projet Dorsale Nord

Terms of Reference

Job Title	: Substation Engineer
Project Name	: WAPP North Core/Projet Dorsale Nord Interconnection Project
Employing Institution	: Project Management Unit (PMU) of the North Core Project
Duty station	: PMU Head Office, Abuja, Nigeria
Reports to	: Senior Technical Coordinator
Appointment	: Full time, approximately 36 months
Language required	: Proficiency in English or French with a good knowledge of the second language.
Job Context	: Extensive travel within the project zones

1. Project Background

The West Africa Power Pool (WAPP) is a specialized institution of the Economic Community of West African States (ECOWAS) which, among others, ensures regional power system integration and the realization of a regional electricity market.

Within the framework of the West African Power Pool (WAPP), the Governments of Nigeria, Niger, Benin, Togo and Burkina are collaborating to develop a sub-regional interconnection project referred to as the 330 kV WAPP North Core Project. The project involves the construction of approximately 875 km of 330 kV transmission lines from Nigeria to Burkina Faso, through Niger, and Benin, 24 km of 225 kV transmission lines in Burkina Faso, the construction or extension of seven substations, and the extension of two national control centers. The project will also involve the electrification of rural communities located within a 5 km radius on both sides of the line, and the implementation of a number of environmental and social mitigation measures. These include, among others, the implementation of Resettlement Action Plans (RAPs) to provide for persons and communities affected by project implementation activities.

The project is being financed by The Agence Française de Développement (AFD), African Development Bank (AfDB), European Union (EU) and the World Bank (WB).

Given the regional dimension of the project, and in order to enhance its coordination, the Energy Ministers of the North Core countries agreed to put in place an institutional framework which includes the establishment of the **Project Management Unit (PMU)** to, among others, assist in the preparation and physical implementation of the North Core project. The supervision will be done by an Owner's

Engineer on behalf of the PMU. The PMU, based in Abuja (Nigeria), will also have local offices in the countries.

2. Job Purpose

Under the direct supervision of PMU Senior Technical Coordinator, the Substation Engineer's mandate will be to work closely with the Owner's Engineer and local PMUs to monitor and ensure the effective execution of works for the construction of Substations included in the project. His/Her tasks will be undertaken in accordance with contracts signed with construction companies based on international and donors' standards namely the World Bank, AfDB, AFD and EU.

3. Duties and Responsibilities

The Substation Engineer will assist the Senior Technical Coordinator to monitor the engineering, schedules and reporting on progress of **Substation construction and expansion works**.

Specific tasks include:

- Review and validate substation infrastructure design, technical specifications, and construction schedule submitted by Contractors;
- Ensure project implementation adheres to the contract specifications and applicable international standards;
- Attend Factory Acceptance Tests, and inspect the quality, and quantity of substation equipment;
- Supervise the installation of substation equipment and cabling to conform to approved design;
- Supervise commissioning conducted on substation equipment and issue reports;
- Follow up on correspondences between the OE, Contractors, PMU and the other stakeholders;
- Monitor the implementation of the project schedule to ensure adherence with the project timeline;
- Review the reporting from Contractors and OE;
- Check and certify the invoices of OE and contractors;
- Monitor the implementation of the Quality Management Plan set up by contractors;
- Monitor safety arrangements during works (Personal protective equipment, Staff certifications to handle specific electricity related tasks, etc.);
- Collect all relevant information on the construction, anticipate and identify problems and risks arising and recommend necessary actions to the PMU and project financiers;
- Assess and advise on all proposed technical variations; report on justification or otherwise of claims;
- Coordinate the interfaces with national utilities (NIGELEC, SONABEL) the rural electrification component of the North Core Project and especially for Burkina Faso with the SWS technology;
- Coordinate the interfaces with TCN on Kainji-Birnin Kebbi Project financed by AFD in Nigeria;
- Respond effectively to any other job assigned by the Senior Technical Coordinator.

4. Qualification and Experience

The Substations Engineer must have the following:

- Electrical Engineering Degree;
- Certification in Substation Protection and Automation systems;
- At least five (5) years of proven experience in HV substation's maintenance, design or construction or experience in two (02) high voltage Substations construction projects;

- Regional experience in working with multi-disciplinary teams and project stakeholders is desirable.

5. Knowledge Requirements

- Thorough knowledge of Substation Engineering (i.e. SLD, layout, earthing system, insulation coordination, protections, etc.);
- Considerable knowledge of substation equipment (power transformers, circuit breakers, isolators, surge arresters, CTs, VTs, etc.)
- Considerable knowledge of HV substations Automation and Protection systems setting
- Experience in commissioning of substation equipment such as power transformers, circuit breakers, isolators, CTs, VTs, Control and Protective panels etc;
- Strong knowledge in managing engineering contracts awarded as part of implementation of energy projects will be an advantage;
- Ability to interpret substation electromechanical/electrical schematic drawings;
- Strong knowledge in MS office suite and ability to use the internet.

6. Desirable Qualities, Skills and Competencies

- Knowledge of CAD software such as AutoCAD and E-Plan is an Advantage;
- Hands on experience on test sets from reputable manufacturers such as Omicron, Megger, ABB etc.
- Excellent planning and project management skills; able to work with little or no supervision; Possess a strong desire to perform work as directed in a conscientious, timely, safe and professional manner;
- Excellent interpersonal and stakeholder management skills including the ability to build collaborative and productive relationships with diverse internal and external stakeholder groups;
- Excellent organizational skills and ability to work in a team and under pressure to meet project deadlines.

7. Language Requirements

It is required that the Substation Engineer is proficient in English or/and French (Read, write, speak) with a good knowledge of the second language.

8. Duration

The contract is for a period of 36 months with a probation period of six months.

9. Reporting Requirements

The substation Engineer will be required to prepare weekly progress reports on the implementation of works and progress rate, as well as monthly and quarterly reports on the project. These reports shall comprise information, including but not limited to Billing, Reporting and Forecasting, Progress Table, Schedule Updates, Quality, Safety and identification of Project Risks. These reports will be validated by the Senior Technical Coordinator and approved by the PMU Director.

10. Performance Assessment

The performance of the Substation Engineer will be evaluated annually by the Senior Technical Coordinator and cleared by the PMU Director based on the above obligations as well as the following:

- Timely delivery of reports to the PMU
- Ensuring that implementation of project meet industry standards such as IEEE, IEC etc.
- Project implementation adheres to international safety and environmental standards for substations projects.

Other key performance indicators derived from the duties and responsibilities above and agreed upon between the jobholder and the Senior Technical Coordinator, would be used as the basis for measuring the performance of the jobholder.



WEST AFRICAN POWER POOL

SYSTEME D'ECHANGES D'ENERGIE ELECTRIQUE OUEST AFRICAIN

North Core Project /Projet Dorsale Nord

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Terms of Reference

Job Title	: SCADA Engineer
Project Name	: WAPP North Core/Projet Dorsale Nord Interconnection Project
Employing Institution	: Project Management Unit (PMU) of the North Core Project
Duty station	: PMU Head Office, Abuja, Nigeria
Reports to	: Senior Technical Coordinator
Appointment	: Full time, approximately 36 months
Language required	: Proficiency in English or French with a good knowledge of the second language.
Job Context	: Extensive travel within the project zones

1. Project Background

The West Africa Power Pool (WAPP) is a specialized institution of the Economic Community of West African States (ECOWAS) which, among others, ensures regional power system integration and the realization of a regional electricity market.

Within the framework of the West African Power Pool (WAPP), the Governments of Nigeria, Niger, Benin, Togo and Burkina are collaborating to develop a sub-regional interconnection project referred to as the 330 kV WAPP North Core Project. The project involves the construction of approximately 875 km of 330 kV transmission lines from Nigeria to Burkina Faso, through Niger, and Benin, the construction or extension of seven substations, and the extension of two national control centers. The project will also involve the electrification of rural communities located within a 5 km radius on both sides of the line, and the implementation of a number of environmental and social mitigation measures. These include, among others, the implementation of Resettlement Action Plans (RAPs) to provide for persons and communities affected by project implementation activities.

The project is being financed by The Agence Française de Développement (AFD), African Development Bank (AfDB), European Union (EU) and the World Bank (WB).

Given the regional dimension of the project, and in order to enhance its coordination, the Energy Ministers of the North Core countries agreed to put in place an institutional framework which includes the establishment of the **Project Management Unit (PMU)** to, among others, assist in the preparation and physical implementation of the North Core project. The supervision of works will be done by an

Owner's Engineer on behalf of the PMU. The PMU, based in Abuja (Nigeria), will also have local offices in the countries.

2. Job Purpose

Under the direct supervision of PMU Senior Technical Coordinator, the SCADA Engineer's mandate will be to work closely with the Owner's Engineer and local PMUs to monitor and ensure the effective execution of works for the installation of Substations Control and Monitoring Systems (SCMS) included in the project. His/Her tasks will be done in accordance with contracts signed with construction companies based on international and donors' standards namely the World Bank, AfDB, AFD and EU.

3. Duties and Responsibilities

More specifically, the SCADA Engineer will assist the Senior Technical Coordinator to monitor the engineering, schedules and reporting on progress of **SCADA systems implementation in substations and National Control Centers**.

Specific tasks include:

- Review of and validate system architecture, technical specifications and work programs of Substations Control and Monitoring Systems (SCMS) submitted by Contractors;
- Supervise the implementation of SCADA systems architecture, hardware, software, etc. at the substation;
- Supervise the implementation of SCMS integration in the National Control Centers;
- Ensure that the implementation of the SCADA component of the project conforms to contract specifications;
- Liaise with OE and utilities to provide relevant documentation and information for the project such as detailed data list etc.
- Follow up on correspondences between the OE, Contractors, PMU and the other stakeholders;
- Review reporting from Contractors and OE;
- Collect all relevant information, anticipate and identify problems and risks arising and recommend necessary actions;
- Assess and advise on all proposed technical variations justification or otherwise of claims;
- Supervise the commissioning of substations SCMS;
- Ensure technical support to local PMUs;
- Coordinate the interfaces with the construction of the Dispatching Center in Niger (AFD financing) and the new Dispatching Center (Zagtouli) and back up (Patte d'Oie) in Burkina faso (MCC financing);
- Coordinate the interfaces with TCN on Kainji-Birnin Kebbi Project financed by AFD in Nigeria;
- Respond effectively to any other job assigned by the Senior Technical Coordinator.

4. Qualification and Experience

The SCADA Engineer must have the following:

- Degree in Electrical, IT or Telecommunications Engineering or related field;
- Certificate in SCADA systems from a reputable manufacturer;
- At least 5 years work experience in the implementation (design, installation, maintenance) of high voltage substation or industrial field SCADA and telecommunication systems;

- Regional experience in working with multi-disciplinary teams and project stakeholders is desirable.

5. Knowledge Requirements

- Knowledge of RTU /Gateway functionality and SCADA protocols such as IEC 61850, IEC 60870, Modbus, DNP etc. and industrial ethernet networking is required;
- Strong knowledge of SCADA system software and hardware;
- Strong knowledge of telecommunication systems, fibre optic and Power Line Carrier (PLC) telecommunication systems;
- Experience in commissioning substation Automation systems including configuration and testing.
- Ability to interpret and troubleshoot substation automation schematic drawings;
- Broad knowledge in Information Technology (IT) and Operational Technology (OT) systems;
- Strong knowledge in MS office suite (Word, Excel, PowerPoint, and ability to use the internet.

6. Desirable Qualities, Skills and Competencies

- Knowledge of CAD software especially in the electrical engineering design (Autocad, Eplan, etc.) is an advantage;
- Excellent organizational skills and ability to work in a team and under pressure;
- Excellent planning and project management skills;
- Excellent interpersonal skills, good team player and dependable;
- Possess a strong desire to perform work as directed in a conscientious, timely, safe and professional manner;
- Ability to work with little or no supervision.

7. Language Requirements

It is required that the SCADA Engineer is proficient in English or/and French (Read, write, speak) with a good knowledge of the other language.

8. Duration

The contract is for a period of 36 months with a probation period of six months.

9. Reporting Requirements

The SCADA Engineer will be required to prepare weekly progress reports on the implementation of works, as well as monthly and quarterly reports on the project and any other report assigned to him by the Senior Technical Coordinator. These reports shall comprise information, including but not limited to Progress and Forecasting, Schedule Updates, Quality, Safety and identification of Project Risks. These reports will be validated by the Senior Technical Coordinator and approved by the PMU Director.

10. Performance Assessment

The performance of the SCADA Engineer will be evaluated annually by the Senior Technical Coordinator and validated by the PMU Director based on the above obligations as well as the following:

- Timely delivery of reports to the PMU
- Ensuring that implementation of project meets industry standards such as UCA, IEC, ISA etc.

- Project implementation adheres to OSHA safety standards for substations.

Other key performance indicators derived from the duties and responsibilities above and agreed upon between the jobholder and the Senior Technical Coordinator, would be used as the basis for measuring the performance of the jobholder.



WEST AFRICAN POWER POOL

SYSTEME D'ECHANGES D'ENERGIE ELECTRIQUE OUEST AFRICAIN

North Core Project Unit

Terms of Reference

Job Title	:	IT Officer
Project Name	:	WAPP North Core/Projet Dorsale Nord Interconnection Project
Employing Institution	:	Project Management Unit (PMU) of the North Core Project
Duty station	:	PMU Head Office, Abuja, Nigeria
Reports to	:	Administration, Protocol and Logistics Officer
Subordinates	:	N/A
Appointment	:	Full time, approximately 36 months
Language required	:	Proficiency in English and/or French with a good knowledge of the second language

1. Project Background

The West Africa Power Pool (WAPP) is a specialized institution of the Economic Community of West African States (ECOWAS) which, among others, ensures regional power system integration and the realization of a regional electricity market.

Within the framework of the West African Power Pool (WAPP), the Governments of Nigeria, Niger, Benin, Togo and Burkina are collaborating to develop a sub-regional interconnection project referred to as the 330 kV WAPP North Core Project. The project involves the construction of approximately 875 km of 330 kV transmission lines from Nigeria to Burkina Faso, through Niger, and Benin. The project will also involve the electrification of rural communities located within a 5 km radius on both sides of the line, and the implementation of several environmental and social mitigation measures. These include, among others, the implementation of Resettlement Action Plans (RAPs) to provide for persons and communities affected by project implementation activities.

The project is being financed by the Agence Française de Développement (AFD), the African Development Bank (AfDB), the European Union (EU) and the World Bank (WB).

Given the regional dimension of the project, and in order to enhance its coordination, Energy Ministers of the North Core countries agreed to put in place an institutional framework which includes the establishment of a **Project Management Unit (PMU)** to, among others, assist in the preparation and physical implementation of the North Core project.

Within the PMU, an information and communication technology (ICT) infrastructure needs to be put in place to support project activities. This IT infrastructure will provide services to the six (6) project management unit offices as follows: Nigeria (Abuja central PMU & Birnin Kebbi local PMU); Niger (Niamey local PMU & Zabori local branch); Burkina Faso (Ouagadougou local PMU) and Benin (Malanville local PMU). This infrastructure will benefit not less than 70 end-users.

2. Job Purpose

The IT Officer will provide customer centric support to the Project Management Unit (PMU) and will be responsible for the implementation and daily management of all IT processes and systems, developing standard documentation and methodologies for an easy to manage infrastructure, fit for purpose. S/he will work with PMU management to determine the PMU's business and information requirements, specify IT priorities, establish capacity and acquisition parameters, and draft ICT specifications; install, modify, maintain and make minor repairs to personal computers, hardware and software systems ; design, implement network and provide technical advice and support to system users at headquarters and as well as field offices across the North Core countries.

3. Duties and Responsibilities

The IT officer's key tasks will include but not be limited to the following:

- Develop, implement and maintain well-documented standards and policies for IT use for the North Core project, detailing all technical specifications including diagrams and inventories;
- Develop, install and administer appropriate security procedures and systems to safeguard the PMU's IT infrastructure from physical harm and viruses, unauthorized users, and damage to data;
- Implement a Local Area Network (LAN) for the PMU including all security parameters required; Administer local area network, define network privileges and network management;
- Deploy and manage VPN and specific secured IT channels or ensuring remote access to a centralized data base;
- Deploy and maintain all users' hardware, wifi, software and related communication equipment required including printers, tablets and smart phones meant for the North Core work program;
- Support the adoption and deployment of IT solutions (programs, storage options such as cloud based or others) to increase inter-office efficiency with documentation;
- Manage the PMU's Voice communication system and provide regular expert support for the daily operation of the infrastructure including operating systems, antiviruses, root cause analysis of pertinent issues;
- Provide customer centric, first level IT support to project staff and develop a roadmap for the acquisition of all required ICT equipment necessary for the project;
- Support the PMU in the implementation of all IT infrastructure projects and initiatives;
- Identify, install, maintain, and train personnel in the use of telecommunications resources deployed throughout PMU offices, including analog fax/data circuits, voice/PBX systems and circuits, voice mail, voice recorder, cell phones, interpretation equipment, video and audio-conferencing systems;
- Identify external vendors to address major hardware problems and monitor their contract and performance;
- Support the Communication Officer to create, design and maintain the North Core project's website, social media portals and prepare periodic reports based on available statistics. Periodically update the website and provide content management support;
- Support the Senior Technical Officer and his team to include on the website timely (including real-time maps) reporting on the project progress, and other project information that could be used to inform on the progress of the project.
- Test and evaluate new technology which is relevant to the work of the North Core Project;
- Protect the systems by defining access privileges, control structures, and resources;
- Conduct regular audits to identify flaws on all systems and perform vulnerability remediation to isolate security issues; Determine security violations and inefficiencies by conducting periodic audits;

- Develop an IT Disaster Recovery system, and conduct periodic update and testing ; Develop an automatic back-up system to ensure data security, ;Perform other duties as will be assigned by the Administration, Protocol and Logistics Officer .

4. Qualification and Experience

- Bachelor's degree in Computer Science, Computer Engineering, Information Technology or related field;
- At least 5 years of professional experience in a similar role;
- Internationally recognized IT Professional certification ie. Cisco Certified Network Associate (CCNA), Network+, Apple Certified Associate (ACA) or other relevant certification;
- Experience in performing incident management with a platform and familiarity with Service level Agreements (SLA) will be an advantage.

5. Knowledge Requirements

- Good knowledge of network communication including wired and wireless Local Area Network and VPN technologies;
- Sound knowledge of network phone system (PBX, VoIP, etc.);
- Good knowledge of systems hardware maintenance;
- Excellent troubleshooting skills with good understanding of OSI model;
- Familiarity with virtual meeting tools such as Cisco WebEx, Jabber and Zoom;
- Solid knowledge and understanding of IT infrastructure required to run a regular office with experience in corporate desktop support environment; E-mail systems, Windows operating systems and Microsoft office package;
- Good understanding of services such as DNS, DHCP, network and security access control and file sharing;
- Knowledge of security features such as Port Security.

6. Desirable Qualities, Skills and Competencies

- Advanced skills in deploying and supporting Windows Servers/desktops.
- Advanced skills in supporting Microsoft suite products, e.g., Office 365, OneDrive for Business, Outlook on Mobile devices and PC.
- Advanced skills in deploying Unified Communications including Video Conferencing system and mobile devices.
- Knowledge of planning and project management software (MS Project or similar) and familiarity with content management systems, asset management and a variety of software (including finance and accounting like TOMPRO, document tracking, procurement software, GIS software, among others).
- Ability to take initiative and work independently with very little or no supervision
- Excellent interpersonal and communication skills.
- Strong writing, proof-reading skills.
- Possess excellent information gathering and reporting skills.
- Have critical thinking skills to identify permanent solutions to recurrent issues.
- Ability to innovate and find solutions to problems.

7. Languages

It is required that the IT Officer is proficient in English or/and French (read, write, speak) with a good knowledge of the other language.

8. Contract Duration

The contract is for a period of 36 months with a probation period of 6 months.

9. Reporting Requirements

The IT Officer will be required to prepare weekly, monthly and quarterly reports as required by the Administration, Protocol and Logistics Officer. These reports will be validated by Administration, Protocol and Logistics Officer and approved by the PMU Director.

10. Performance Assessment

The performance of the IT Officer will be evaluated annually by the Administration, Protocol and Logistics Officer and validated by the PMU Director. Key performance indicators derived from the duties and responsibilities above and agreed upon between the jobholder and the Administration, Protocol and Logistics Officer, would be used as the basis for measuring the performance of the jobholder.